



Job Opportunity

State Controller's Office

Position: Payroll Specialist

Statewide

Location: Personnel/Payroll Services Division
300 Capitol Mall, Sacramento, CA 95814

Issue Date: August 8, 2006

Final Filing Date: Until Filled

Contact/Telephone:
Leonard Squires, 916-322-8120

Who May Apply: Individuals who are on the SROA or re-employment list, eligible for lateral transfer or promotion.

California Relay Service: 1-800-735-2929

Position Number(s): 051-220-1311-029

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under close/general supervision of a Payroll Operations Supervisor, the incumbent is responsible for auditing and processing payroll documentation in compliance with established State and Federal laws, rules, policies, procedures and collective bargaining contract provisions. The incumbent may also function as a liaison with clients and other control agencies.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Audits and processes benefit deduction transactions necessary to update employee's deduction information, update histories and generate daily payrolls and supplemental master payrolls. Staff involvement includes: processing benefit deduction related transactions, applying specific deductions to payrolls, adjusting deduction information, adjusting payroll related to LC 4800 and setting up accounts receivable. Utilizes PC software and respective applications to create payroll transactions and to research references on the LAN and the Internet. Determines and selects the correct benefit or deduction application, maintains specific files, updates and deletes files as necessary, uploads files to the mainframe and requests specific files be extracted for overnight processing.
- Audits, researches and resolves computer generated error messages regarding retirement/adjustments and position actions. Resolution of messages frequently requires abstracting and analyzing detailed information and determining correct computations.
- May act as a benefit deduction telephone liaison to state departments, California State Universities, and other control agencies (Chancellor's Office, DPA and CalPERS) by responding to a variety of inquiries. Researches and resolves inquiries and problems regarding benefit deduction documentation and procedures. May provide instructions regarding corrective action as a result of the audit process.

Applications will be screened and only the most qualified will be interviewed



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Personnel/Payroll Services Division
300 Capitol Mall, 10th Floor
Sacramento, CA 95814

Attn: Leonard Squires